

Terms of Reference

Consultant: Events coordination and implementation support

About AWDF

The African Women's Development Fund (AWDF) resources, strengthens and upholds women's rights, feminist organisations and movements across Africa to make gender justice a reality for all on our continent and worldwide. Our mission is to fund, strengthen and uphold the movements led by African feminists, women, girls, and gender-diverse people to pursue gender justice and social transformation.

We have started implementing our new ten-year (2023-2033) strategic framework (Lemlem) to guide our efforts to advance gender equality and gender justice for girls, women, and gender-diverse people across Africa. At its core, Lemlem focuses on resourcing, nurturing, and strengthening African women, feminist groups, organisations and movements to achieve transformative change.

Some major strategic priorities within Lemlem are to foster partnerships and solidarity, nurture and amplify diverse African women's rights and feminists' voices and narratives and influence philanthropic and development ecosystems.

AWDF achieves these through convening platforms, spaces, tools and voices to exchange knowledge, reflect on lessons in promoting gender justice and co-create approaches that enrich the wellbeing of women in all their diversity. To advance these achievements, AWDF is seeking the services of a consultant to co-lead the conceptualising and effective delivery of events with our programmes staff. The envisioned events may include in-person and virtual meetings, trainings, festivals and other structures of convenings that involve multiple layers of logistical and content coordination.

BACKGROUND TO THE CONSULTANCY

AWDF's Nurturing and Community Cluster converges the organisation's Solidarity and Care, Agency and Resilience and Knowledge and Voice portfolios which collectively aim to nourish and enrich movements through resourcing tools, spaces, people and accompaniment process to growth, connect and amplify the identities, work and impact of movements.

In the period beginning January 2024, the cluster will hold a series of external-facing events that include trainings, webinars, meetings, festivals and other convenings involving various stakeholders such as AWDF funded partners and representatives from across feminist and women's rights movement entities.

Through this consultancy, the N&C cluster seeks to strengthen AWDF's responsibility and accountability to movements through curating content and events that embody our quest for inclusivity, wellbeing, active participation and learning that is led and driven by African women, activists, collectives, small pressure groups, artists, researchers and practitioners among others.

OBJECTIVE AND SCOPE OF WORK

We anticipate the consultant to collaborate with various cluster teams to;

1. Conceptualise the structure and framing of at least six strategic events collaboratively with N&C teams. The number can be lower if the nature of events involved are complex e.g. involving multi-country coordination of people, content and logistics.
2. Co-lead the coordination of logistics; liaising with AWDF administrative teams to manage travel arrangements, accommodation and recruitment of service providers/consultants pertaining to specific events.
3. Co-lead the development of content including invitations, concept notes, memos, briefing packs, talking points, event/session key messages etc., required to effectively deliver specific events.
4. Liaise with involved stakeholders to maximise coordination including scheduling and participating in coordination calls
5. Provide input to improve the AWDF events coordination guide and checklist for improved coordination and internal learning
6. submit monthly activity reports pertaining to the events initiatives they lead

METHODOLOGY

- Monthly check-ins with Specialists
- Virtual coordination meetings with external partners
- Co-develop and share written inputs to developed materials
- Engage in email reviews of content and update sharing

LOCATION

- This consultancy is desk based. However, any travel incidents will be communicated in advance.

CONSULTANTS PROFILE

The consultant should have:

1. Extensive knowledge and experience in events coordination, advocacy and documentation
2. Experience of working in or with African women's rights and feminist organisations and collectives to host product disseminations, advocacy engagements with a bias in body and health rights, leadership and participation and economic justice and security.
3. An understanding of African women's rights broadly is essential
4. Excellent writing skills and proficiency in English essential
5. Excellent interpersonal skills and flexible attitude
6. Proven ability to work to tight deadlines
7. Commitment to AWDF's values of feminist leadership, accountability, diversity, respect and solidarity.

DURATION OF THE ASSIGNMENT

The assignment shall be for a period of nine months beginning April 15 2024 and December 31, 2024. The remuneration is a taxable monthly rate of USD 2,500.

HOW TO APPLY

Please submit your CV and cover letter to consultants@awdf.org by March 20, 2024.